



# Board Meeting Public Testimony Workflow



## Teleconferencing Steps:

90 minutes are allocated for public comments on regular items. Additional time will be provided for public comments on public hearing items, when applicable. Depending on the number of callers requesting to speak, we may not be able to get to all callers before the 90 minutes have elapsed. Written public comments are accepted through the end of the meeting.



1

### Dial the Conference Line

Public may dial in at 9:00 am PDT. For the Conference Call Number and Participant Code, refer to Agenda at our website: <http://bos.lacounty.gov/>

*\*Note: The Call-In number and Participant code can change from meeting to meeting.*



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### Access Code

Enter the Participant Code.



3

### Virtual Sign-Up

Operator will collect caller's name and place caller in a listen only mode until the meeting starts.



4

### Join Conference

At 9:15 am PDT and thereafter, Moderator will ask callers to Press 1 then 0 to be placed in the main conference queue to address the Board.



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### Queue

Caller in queue listening to the meeting and ready to speak when called upon by the Moderator.

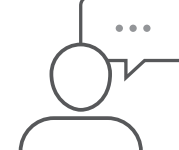
*\*Note: Once in the main conference queue, pressing 1 then 0 again will remove you from the queue and place the caller back in the listen only mode. Caller then should press 1 then 0 to return to the main conference queue*



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### Call Moderator

When it's your turn the Moderator will call your name asking you to speak and open the line. Caller must ensure their microphone is unmuted.



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### Testify

You can speak for the allotted time.

*\*Note: The allotted time depends on the number of agenda items you are addressing and if you are addressing General Public Comment.*



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### Time Expire

Moderator mutes your line when the time expires. Caller is returned to the listen only mode (see Step 3) and can continue to listen to the Board meeting.